

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 3-20								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-08-010		Contract Period   12/16/2008   To   11/30/2012 Base                      Option Period Number      3								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name EPA SBIR Assessment of Program								
Specify Section and paragraph of Contract SOW 2.3, 2.4										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   12/01/2011   To   11/30/2012								
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund         <b>Accounting and Appropriations Data</b> <input checked="" type="checkbox"/> Non-Superfund       </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008   To   11/30/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name   April Richards  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   703-347-8103 FAX Number:   703-347-8142			
Project Officer Name   Verla Sutton-Busby  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number:   202-564-6808 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Renita Tyus  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number:   513-487-2094 FAX Number:   513-487-2109			

**AMENDMENT**  
**PERFORMANCE WORK STATEMENT**  
**Contract Number EP-C-08-010**  
**Scientific Consulting Group**  
**Work Assignment Number: 03-20**  
**Amendment No. 1**

**Title:** EPA SBIR Assessment of Program Research and  
Relevance

**Period of Performance:** CO Approval through November 30, 2012

**Work Assignment COR:** April Richards  
Potomac Yard  
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**Project Officer COR** Verla Sutton-Busby  
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**I. Background:**

The National Center for Environmental Research (NCER) maintains a central role in the

solicitation and award of Assistance Agreements, Environmental Research Centers and Graduate Education Fellowships funded under the Science to Achieve Results Program and the award of contracts under the EPA Small Business Innovation Research (SBIR) Program.

More specifically, the SBIR Program is a phased process across the Federal Government of soliciting proposals and awarding contracts or grants for research and development of technologies to meet stated Agency needs or missions. There is a need for support services as well as preparation of several documents and studies to assist EPA in the conduct of this program.

This amendment seeks to expand tasks already identified in the original WA. This addition to Task 1 addresses the need for additional attention to tracking and monitoring the success of the program through success story write-ups. More promising success stories have been identified than were anticipated and need to be completed.

## **II. Amended Scope of Work**

The contractor shall provide the necessary personnel and resources to complete these tasks as they relate to the SBIR Program:

- 1) Complete the writing and updating of EPA SBIR success stories already identified and drafted. The contractor shall write up individual success story documents for each company that is willing to participate. For these new successes, draft, edit and layout, new SBIR Success Stories formatted with the following sections: 1) environmental problem, 2) technology solution, 3) commercialization success of the project and 4) company information. The contractor shall prepare success story write-ups for printing and posting on web. Examples of current SBIR success stories can be found on the EPA SBIR website at: <http://www.epa.gov/ncer/sbir/success/>. Write additional new success stories as identified and as budget allows.

## **III. Reporting**

No Change

## **IV. Staffing**

Continuity of Staffing is desired.

## **Schedule of Deliverables**

No Change

**V. Conflict of Interest**

To be re-evaluated for addition to Task 1.

**VI. Management Controls**

No Change

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-20

☐

Other

☐

Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

EPA SBIR Assessment of Program

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.3, 2.4

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/01/2011 To 11/30/2012

Comments:

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Coda (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 11/30/2012

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name April Richards

Branch/Mail Code:

Phone Number 703-347-8103

FAX Number: 703-347-8142

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

## **PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: 03-20**

**Title:** EPA SBIR Assessment of Program Research and Relevance

**Period of Performance:** December 1, 2011 through November 30, 2012

**Work Assignment COR:** April Richards  
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Martha Otto  
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**Project Officer COR** Verla Sutton-Busby  
U.S. EPA (8102R)  
Office of Research and Development  
1200 Pennsylvania Avenue, N.W.  
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contracts under the EPA Small Business Innovation Research (SBIR) Program.

More specifically, the SBIR Program is a phased process across the Federal Government of soliciting proposals and awarding contracts or grants for research and development of technologies to meet stated Agency needs or missions. There is a need for support services as well as preparation of several documents and studies to assist EPA in the conduct of this program.

## **II. Scope of Work**

The contractor shall provide the necessary personnel and resources to complete these tasks as they relate to the SBIR Program:

- 1) The EPA WA COR will furnish to the contractor copies of the abstracts submitted by the FY 2012-2013 SBIR awardees. The contractor shall edit these for style, uniformity, and format; and furnish supplemental keywords. Keywords should be technical and should facilitate searches on NCER's website by EPA personnel and small businesses interested in environmental technology. It is expected that there will be approximately 45 abstracts. The abstracts will then be posted on the NCER Web home page by a NCER staff member.
- 2) Tables of EPA SBIR awards up to and including FY 2011 /12 are on the NCER home page. The EPA WA COR will furnish a list of FY 2012/2013 awards and a copy of previous tables of awards to the contractor. The contractor shall update the tables of EPA SBIR awards to include balance of FY 2012 – 2013. These tables will then be put on the NCER webpage by EPA.
- 3) The contractor shall furnish off-site logistic support for an SBIR kick-off meeting to be held in February/March in Washington, D.C. The meeting will run 8:00 a.m. to 5:30 p.m. The estimated number of attendees is 50. The support shall consist of arranging for meeting rooms, reserving sleeping rooms (approximately 25), creating a registration website with logistics and agenda for attendees, preparing information packets for attendees to include copies of presentations, agendas, etc., providing a meeting coordinator in-person on the day of the meeting to provide logistical assistance, and preparing a list of meeting attendees.
- 4) Provide electronic SBIR reports as required by SBA related to populating SBA's TechNet database and other reporting requirements.
- 5) Provide support of the SBIR relevancy review database (previously developed by SCG). This includes updating reviewers and proposals for the 2012-13 review cycle. It is estimated that there will be approximately 90 proposals. The contractor shall also provide technical support to reviewers during the review period.

- 6) Furnish off-site logistic support for a SBIR and Commercialization Regional meeting. This support shall consist of arranging for a meeting room, reserving sleeping rooms, preparing a logistic sheet (to include time, date, place, and directions) to be mailed out by the EPA WA COR. The WA COR shall provide the location of the meeting through written technical direction.
- 7) Complete update of EPA SBIR success stories using spreadsheet already developed by the EPA WA COR and contractor listing companies that were previously identified as potential future success stories. The EPA WA COR will contact companies and gauge willingness to participate in preparation of success stories. The contractor shall follow up and gather initial information on success of technology from these companies. The contractor shall write up individual success story documents for each company that is willing to participate. For these new successes, draft, edit and layout, new SBIR Success Stories formatted with the following sections: 1) environmental problem, 2) technology solution, 3) commercialization success of the project and 4) company information. The contractor shall prepare success story write-ups for printing and posting on web. Examples of current SBIR success stories can be found on the EPA SBIR website at: <http://www.epa.gov/ncer/sbir/success/>.

### **III. Reporting**

The contractor shall submit monthly progress reports to the EPA WA COR. In addition, the EPA WA COR shall be kept informed of progress through periodic meetings, telephone calls, faxes, and other contact. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. Deliverables shall be provided in hardcopy and electronic format to the EPA WA COR.

### **IV. Staffing**

In the work plan, the contractor shall identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing and meeting support functions.

### **Schedule of Deliverables**

Work plan due within 15 calendar days upon receipt of work assignment

Draft of edited FY 2012 / 2013 SBIR abstracts	February 1, 2012
SBIR Kick-Off Meeting Registration Website	February/March 2012
Updated SBIR tables to include FY 2011 & 2012	March 1, 2012
Final version of FY 2011 / 2012 SBIR abstracts	March 1, 2012



Drafts of new individual SBIR success stories	March 31, 2012
Electronic SBIR reports as required by SBA	April 30, 2012
Final new set of SBIR success stories	September 1, 2012
Updates to FY2012 Relevancy Review Database	September 1, 2012

## **V. Conflict of Interest**

The contractor shall disclose any conflict of interest regarding this work.

## **VI. Management Controls**

Reports and other documents prepared by the contractor will be based on information and technical directions provided to the contractor by the EPA WA COR. Work products will be thoroughly reviewed by the EPA WA COR. Documents shall be prepared using compatible Agency software and will be provided to the EPA WA COR in hard copy and electronically.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction. Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.